

APPLY IN PERSON:

Employment Information Center (M-W-F ONLY)
Civic Center Plaza - 1200 3rd Avenue, Suite 101-A,
San Diego, CA 92101

INTERNET: www.sandiego.gov/empopp

**APPLY BY MAIL TO:**

JOBS - City of San Diego Personnel Department
1200 3rd Avenue, Suite 300, San Diego, CA 92101-4107
24 Hour JOBLINE: (619) 682-1011

**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY**

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#T2224 JUNIOR PLANNER

***MONTHLY SALARY: \$3352 to \$4040, effective 06-30-05**

#T2225 ASSISTANT PLANNER

***MONTHLY SALARY: \$3854 to \$4665, effective 06-30-05**

#T2226 ASSOCIATE PLANNER

***MONTHLY SALARY: \$4560 to \$5510, effective 06-30-05**

APPLICATION FILING PERIOD: FIRST DATE: February 13, 2004

LAST DATE: Open

Prompt application is encouraged. As soon as sufficient applications are received, the application filing period may close within five days. **Immediate vacancies may be filled when sufficient applicants have been processed.** Later applicants will be eligible for employment considerations as future positions MAY become available. Persons may apply once during this application period.

NOTE: Junior and Assistant Planners may also underfill Associate Planner positions. The eligible list established from this recruitment will also be used to fill future vacancies which may occur in any of the following areas: General and Community Planning; Historic Preservation; Environmental Analysis; Resource Management; Landscape Planning/Architecture; Transportation Planning; Urban Planning, Design, Redevelopment, and Capital Improvement Projects; Zoning Administration and Enforcement; or Discretionary Permit Review.

REQUIREMENTS: You must meet the following requirements on the date you apply, unless otherwise indicated. **Attach proof of degree and/or total number of completed semester/quarter units to your application.**

EDUCATION:

JUNIOR PLANNER: A Bachelor's Degree which must include a minimum of 18 semester or 27 quarter units in Archeology, History, Urban Planning/Studies/Design, Architecture, Landscape Architecture, Economics, Geography, Geographic Information Systems, Public Administration, Life Science (such as Biology, Zoology, Ecology, or Botany), Environmental Studies, or a closely related field.

ASSISTANT/ASSOCIATE PLANNER: A Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/ 180 quarter). **Note: College course work in the fields listed above is preferred.**

- AND -

EXPERIENCE:

One year (for Assistant Planner) / Two years (for Associate Planner) of full-time professional planning experience in any of the following areas: Prehistoric/Historic Archeology; Historic Preservation; Environmental Analysis; Resource Management; Landscape Planning/Architecture; General and Community Planning; Transportation Planning; Urban Planning, Design, Redevelopment, and Capital Improvement Projects; Zoning Administration and Enforcement; Architecture; Site Planning; or Discretionary Permit Review.

NOTES:

1. Additional qualifying professional planning experience (as listed above) may be substituted for the education lacked on a year-for-year basis.
2. A Master's Degree in one of the above areas or a closely related field may be substituted for a maximum of one year of the required experience.
3. A valid California Class C Driver's License may be required at the time of hire for some positions.

#T2224 JUNIOR PLANNER
#T2225 ASSISTANT PLANNER
#T2226 ASSOCIATE PLANNER

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DUTIES: **Junior Planners** perform planning and environmental research and analysis; prepare community, general, and land use plans and related studies; perform development permit review and plan checks; assist in the administration of landscape, rezoning, and subdivision ordinances; prepare preliminary reports and recommendations; draft land use ordinances; conduct field investigations; collect data; develop graphic materials; assist community planning groups; and perform related tasks. **Assistant and Associate Planner** duties vary depending upon assignment, but typically may include the following: manage general, community, and urban plans; manage land use and land development projects; review and write environmental documents; prepare and coordinate processing of local, State, and Federal permits; perform development permit review and plan checks; review and analyze technical drawings, specifications, and reports; research, review, and prepare ordinances and policies; make presentations on environmental and planning issues at public hearings and meetings; review projects and advise citizens and developers during the application process to ensure compliance with City regulations; interpret regulations and requirements to the public; prepare planning reports; perform GIS mapping; and perform other related duties. **Associate Planners** also handle complex projects, perform site inspections, review and enforce plans and specifications, perform quality control, coordinate various departments and agencies, monitor mitigation requirements for environmentally sensitive projects, and perform proper documentation and reporting, lead the work of sub-professional staff, and, in some positions, may manage contracts.

HOW TO APPLY: Submit a completed **DATA ENTRY FORM** and **APPLICATION/SUPPLEMENT (including any attachments)** for the position(s). Please check all positions listed on your application for which you want to apply. On the Data Entry Form you should record only one position; any additional positions you have checked on your application will be automatically added to your file. Your Application/Supplement will be made available to the hiring department(s). Please submit requested materials only.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the **Application/Supplement** for applicable education, experience, and/or training. Only those applicants who clearly demonstrate meeting the requirements specified above will be placed on the respective eligible list(s).

ELIGIBLE LIST: Separate eligible lists will be established for **Junior Planner, Assistant Planner, and Associate Planner**. Candidates who are successful in the screening process described above will be placed on the respective **one category** eligible list(s) which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications from the corresponding list will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

MAS/July 6, 2001/*Rev. 7 (06-24-05)/Classes: 1563;1175;1227

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center **NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE**. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history, may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER